

**CITY OF NEWPORT
TOURISM FACILITIES GRANT INSTRUCTIONS**

**City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.574.0613**

Answer questions completely within the page limitations provided below. Applications will be considered based on project merits and according to the criteria approved by the City Council and attached to this application. Applicants may be contacted to provide more information. Hard copies of completed applications are due in the City Manager's Office by 5:00 P.M., on Monday, June 30, 2014 - NO EXCEPTIONS. E-mailed or faxed applications will NOT be accepted. Only one application per entity allowed.

Please Note:

1. These funds were created by transient room tax collections. There are legal restrictions on how the money may be spent, and if the project cannot meet the legal requirements, the project cannot be funded.
2. The Newport City Council has established policies governing the Tourism Facilities Grant Program. A copy of those policies is attached to this application.
3. Applicants will be selected for funding based on information included in the application materials and oral presentations.
4. At least a one-to-one funding match is required.
5. Applicants are defined as any 501(c) organization or government entity.

Currently, there is a contingency of \$100,000.00 in the Room Tax Fund of the City of Newport budget. Once these funds are distributed, the program will cease unless the City Council budgets monies for it to continue. The City Council and Tourism Facilities Grant Review Task Force have established a process for distributing those funds to promote economic development and generate an increase in the Room Tax Fund in future years.

Once a grant has been awarded, the City of Newport will enter into an agreement with the grantee that will spell out the terms of the grant and the time frame in which the grant funds will be released. Each agreement will be tailored to fit the grantee's proposed project. The grantee will be required to indemnify the City of Newport from financial liabilities incurred by the project. The grant funds will not be distributed until the matching dollars for a project have been raised or secured.

Each application will be considered on its own merits. Each application will be judged by the criteria attached to this the application form.

Submission of an application does not ensure funding. Funding decisions will be made based on the criteria attached to this application form. The City Council may elect to cancel the Tourism Facilities Grant Program and not fund any projects.

The Tourism Facilities Task Force will review and rate all applications. Applicants who submit qualifying applications will be invited to make an oral presentation to the Tourism Facilities Grant Review Task Force. Based on the application materials submitted and the applicant's oral presentation, the Tourism Facilities Grant Review Task Force will forward a recommendation to the City Council as to which applicants should be awarded grant funds, as well as the recommended amount of grant funds to be

awarded to each applicant. Applicants recommended to the City Council by the Tourism Facilities Grant Review Task Force may be requested to make an oral presentation before the City Council. The City Council will make the final decision regarding which applicants will be awarded grant funds, as well as the amount of grant funds to be awarded to each applicant.

The applicant should respond in 12-point, single-spaced text. Ten double-sided hard copies of the complete application and one electronic copy on a flash drive must be delivered to the **City Manager's Office by 5:00 P.M., on Monday, June 30, 2014.**

PREVAILING WAGE

Please note that use of city funds in a public works project may subject your project to prevailing wage laws. You may wish to consider whether acceptance of Tourism Facilities Grant Funds will subject your project to prevailing wage and review the project budget in light of that determination.

**CITY OF NEWPORT
TOURISM FACILITIES GRANT APPLICATION**

Name of Applicant/Organization : _____

Mailing Address & City: _____

Contact Person: _____

Contact Phone No.: _____ Contact Fax No.: _____

Contact E-Mail Address: _____

Name of Project: _____

Total Project Budget: \$ _____

Amount Requested: \$ _____

Authorization Signature: _____

Title: _____

General

Check the appropriate boxes below. If there is a question as to whether the proposed project meets these qualifications, the question may be submitted to the task force for preliminary review. A preliminary review only answers the questions of whether the project appears to qualify. It is not the final decision nor does it mean the project will be funded. Submit the questions by June 9, 2014, so the task force can reply by June 17, 2014. This will allow time to complete the application by June 30, 2014. The application deadline will not be extended by preliminary review requests.

Is the project proposed by a government agency? Yes ☐ No ☐

OR

Is the project proposed by a non-profit organization? Yes ☐ No ☐
(A non-profit agency is defined as a 501(c) organization)

Will the project encourage people to travel to Newport from more than 50 miles away? Yes ☐ No ☐

Will the project encourage people to spend the night in Newport? Yes ☐ No ☐

Is the reason the project encourages visitors due to one or more of the following? (Check all that apply):

Business ☐
Pleasure ☐
Recreation ☐
Arts ☐
Heritage ☐
Culture ☐

Are you requesting funding for improved real property with a useful life of at least ten years? Yes ☐ No ☐

Project Description

In this section, describe the project and how it meets various qualifications. First review the heading and questions, then check all boxes that apply to the project or give short answers. Finally, provide a narrative explaining how the project addresses the questions. The length of the answer to any question is optional, however, the applicant should attempt to answer all questions. **The total narrative should not exceed ten pages including application (excluding attachments).**

Summary description of the project (summarize the project so that reviewers have a general sense of the project)

Business Plan and Budget: (25 points)

What is the total cost of the project?

What is the amount requested from the city?

What is the ratio of the request to the total cost?

What funds have already been raised for the project? (Include the source of funds, i.e., cash on hand, grants awarded, grants committed.)

What funds remain to be raised for the project?

How are the remaining funds to be raised? (Other grants, pledges, etc.)

Does the project provide a service that the city currently funds?

Yes ☐ No ☐

Does the project require continued support from the city? If yes, explain.

Yes ☐ No ☐

When do you anticipate completion of the project?

What is the plan for operations over a 3 - 5 year period?

How does the project demonstrate financial stability?

How does the project demonstrate a viable business plan?

Economic Impact: (20 points)

Are project funds to be spent locally on:

Planning	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Design	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Post-Completion	Yes <input type="checkbox"/>	No <input type="checkbox"/>

How does the project create local jobs in all phases?

What is the projected economic impact?

Will the project create spin-off businesses?

Tourism Spending: (15 points)

How does the project encourage overnight stays?

How does the project encourage increased spending at local businesses?

How does the project increase the capacity for tourism?

Facility Usage: (Check all that apply) (10 points)

Is the project open year round: Yes ☐ No ☐

If yes:

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project seasonal: Yes ☐ No ☐

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project off-season: Yes ☐ No ☐

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project monthly: Yes ☐ No ☐

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project open on holidays: Yes ☐ No ☐ Only ☐

Other: _____

Who is the targeted tourist? (Check all that apply)

Children	_____
Families	_____
Adults 21+	_____
Seniors	_____
Groups	_____
Business	_____
Pleasure	_____
Arts	_____
Heritage	_____
Cultural	_____
Sports	_____
Other	_____

Will the project attract repeat visits:

during a single stay?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
during a single season?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
over a single year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
over multiple years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

What is the potential for repeat business?

What is the regularity of usage?

Does the project allow for multiple activities or uses? State size and types of events.

Is there a particular new demographic that the project is intended to reach?

Who does the project attract?

Other: (5 points)

How does the location relate to the current tourism hubs?

How is the project energy efficient or environmentally friendly?

What is the effect of the project on local livability components?

Is there any additional information that you would like the committee to consider?

(Overall project 25 points)

In responding to questions, use additional sheets as necessary, but not to exceed the ten page limit.

Required Attachments

1. IRS determination letter for 501(c) - if applicable
2. Financial history of the project, if available: three years of year-end revenue/expense summaries, and current balance sheet; or feasibility study
3. Executive Summary of the business plan for the project, including a budget
4. Timeframe for fundraising
5. Timeframe for project construction/completion

Optional Attachments

1. Up to five pages of 8 ½ x 11 drawings of any facility and floor plan to be constructed or renovated with the requested funds